

TITLE: Public Works Manager

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DEPARTMENT: Environmental ServicesREPORTS TO: Director of Environmental ServicesSUPERVISES: Division technical, professional and support staffDEFINITION:

Manages a division or major programs within the department; performs a variety of professional engineering work, at the advanced professional level, in design, planning, construction and maintenance of public works projects, including street improvements, parks, open space and trails capital projects, sanitary and storm sewer and water system improvements, wastewater treatment, and traffic systems; manages complex engineering systems. Performs a variety of professional management of facilities, land acquisition, community recreation and outreach services.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Civil Engineer II and Landscape Architect in that employees in this class perform work under managerial direction and carry out assignments that are broader in nature; employees manage a division and have major program(s) responsibilities.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, directs, organizes and implements the goals, strategies, programs and activities of the division; directs the division's capital improvement program; plans, designs and oversees acquisition, construction and maintenance activities.

Manages and coordinates activities of staff; plans and organizes workloads and staff assignments. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other personnel matters. Provides training and motivation to make full use of individual capabilities.

Develops short and long term planning for division; determines priorities for system improvements; develops annually five year budget projections. Develops, administers and reviews the division's operating and capital improvement budgets to assure progress towards and compliance with divisional goals. May act as project manager on very large system capital improvement projects.

Works with representatives of other City departments, other governmental agencies, private developers, businesses, non-profit organizations, consultants, neighborhood and other citizens groups to develop strategies, plan activities, coordinate efforts and resolve issues and problems. Serves as staff liaison for Citizen Advisory Committees.

Performs and reviews engineering and feasibility studies; reviews and approves plans and specifications; prepares correspondence and technical engineering reports; provides engineering/planning assistance to other divisions within department or to other City departments, as well as other governmental agencies, as needed.

Responds to citizen complaints, inquiries and requests for information regarding divisional activities, plans and programs.

OTHER JOB FUNCTIONS:

Oversees management of assigned City property including the development and administration of property leases and transactions.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment with occasional field work where employees are exposed to heavy construction equipment, traffic, noise and varying weather conditions.

QUALIFICATIONS:

Knowledge of:

- Advanced engineering principles, practices, methods, techniques, materials and equipment related to public works projects.
- Engineering project management and engineering contract administration.
- Federal, state and local laws, rules, regulations and standards related to the area of assignment.
- Computer applications and uses for engineering activities.
- Effective managerial and supervisory methods and techniques.
- Working knowledge of property management administration.

Ability to:

- Manage engineering projects effectively.
- Administer construction and engineering contracts effectively, assuring compliance with all standards and provisions.
- Develop and manage division budgets.
- Design engineering projects of broad scope and complexity.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate professional and technical employees.
- Prepare clear and precise reports of a technical nature.
- Provide technical support and training in the uses of computers and software applications.
- Establish and maintain effective working relationships with other employees, representatives of other governmental agencies, contractors, developers and the public.
- Communicate complex issues effectively, both orally and in writing.

- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in civil engineering, resource management, planning, recreation management or related field, and five years of progressively responsible professional management experience in related field, including three years of supervisory experience.

Licenses, Certificates, and Other Requirements:

Valid driver's license

Registration as a professional engineer may be required for particular positions

Certified Leisure Professional (CLP) desirable for particular positions.

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